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Samagra Shiksha



**DISTRICT PROJECT OFFICE**  
SAMAGRA SHIKSHA, KORAPUT, ODISHA, PIN-764020  
E-mail: dpckoraputssa.opepa@nic.in

Letter No. 1311 /2026

XII-PLG-09 /26

Date. 10/03/2026

**SHORT TENDER CALL NOTICE FOR PRINTING & SUPPLY OF IDENTITY CARDS FOR TEACHERS AND STUDENTS OF PM-SHRI SCHOOLS (2025-26)**

Sealed Tenders are invited in prescribed format from reputed firms / Individuals having valid GST Registration Number and valid PAN for printing and supply of Identity Cards for Teachers and Students of PM-SHRI Schools for the year 2025-26. The Quotation papers containing detailed specification with terms and conditions can only be downloaded from the district website i.e. <https://koraput.odisha.gov.in> and OPEPA website <https://osepa.odisha.gov.in>. The Firms/ Bidders are to submit their Bid documents in the prescribed format in the envelope duly superscribed "*Tender for Printing and Supply of Identity Cards for Teachers and Students of PM-SHRI Schools (2025-26)*" and must be sent to the District Project Coordinator, Samagra Shiksha, Koraput through Regd. Post / Speed Post/Courier on or before 25/03/2026 by 5:30 PM (No tender paper will be received by hand). Any tender received after the stipulated date & time shall not be entertained and the authority will not be held responsible for any type of delay, if any, in the delivery of the documents or non-receipt of the same. The Bid documents will be opened on 26/03/2026 at 11:00 AM in the Office chamber of the District Project Coordinator, Samagra Shiksha, Koraput in presence of the members of District Purchase Committee, Bidders or their authorized Agents / Representatives, for finalisation of bid. The authority reserves every right to accept/reject/ cancel in full/part, this tender without assigning any reasons thereof.

  
Collector-cum-Chairman,  
Samagra Shiksha, Koraput

# DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, KORAPUT



ସମଗ୍ର ଶିକ୍ଷା  
समग्र शिक्षा  
Samagra Shiksha

## Terms and Conditions for Printing & Supply of Identity Cards for Teachers and Students of PM-SHRI Schools (2025-26)

1. Tender Papers must be submitted in sealed, covered and addressed to the District Project Coordinator, Samagra Shiksha, Koraput, Near Collectorate Campus, Shiksha Sadan, Koraput-764020 by Speed Post/Registered Post/Courier only for printing and supply of Identity Cards for Teachers and Students of PM-SHRI Schools. The sealed envelopes containing the quotation should be superscribed with "*Sealed Quotation for printing and supply of Identity Cards for Teachers and Student under PM SHRI Scheme*".
2. Tender papers will be received from 10 / 03 /2026 to 25 / 03 /2026 (Up to 05:30 PM) during office hours (except holidays) and will be opened on dated 26 / 03 /2026 at 11.00 AM in the presence of the District Purchase Committee members and the bidders or their authorized representatives, if they desire, for finalisation of bid.

### 3. Specification of the ID Card: The specification of the ID Card is as follows.

ID Card Sample	: Lanyard ID Card as per multicolour approved design enclosed as <u>Annexure-I</u>
Size	: Width: 58mm x Height 90mm (Both side), 0.030 inches thickness
Set of Card	: Thermal Card/ PVC Fuse Card with protection card holder/ cover, single colour printed premium quality neck lanyards.
Printing	: As per approved design both side Multicolour printing of Cards and 20 mm multi-colour printing of neck lanyards.

A sample copy of the above mentioned ID Card set must be attached with the tender paper with seal & signature of the bidder. The tender paper shall be rejected if the bidder submits more than one sample in the bid document.

4. Bank Draft / Demand Draft of Rs. 1,000/- (Rupees One Thousand) only (Non Refundable) is to be submitted by the bidder drawn at any nationalised Bank in favour of District Project Coordinator, Samagra Shiksha, Koraput towards cost of tender paper.
5. Earnest Money Deposit: EMD of Rs. 10,000/- (Rupees Ten Thousand) only is to be submitted by the bidder in shape of Bank Draft / Demand Draft drawn at any nationalised Bank in favour of District Project Coordinator, Samagra Shiksha, Koraput (Refundable). No exemption certificate will be accepted.
6. The successful bidder shall have to submit the security deposit i.e. 5% of the order value in shape of Bank Draft / Demand Draft drawn at any nationalized bank in favour of District Project Coordinator, Samagra Shiksha, Koraput payable at Koraput at the time of executing

agreement with the undersigned. The same will be refunded without interest after completion of contract in all respect. **No exemption certificate will be accepted.**

7. The information to be printed in ID card must be as per prescribed design and contained to be given along with order.
8. **Durability:** Teachers ID Card should last upto 3 years. Guarantee for Letters, Photo, Logos. Printing dual sided Thermal/ Fused PVC card.
9. Teachers/Students Data (for those ID cards will be made) to be provided by the 34 nos of PM-SHRI Schools under Koraput District.
10. The selected bidder needs to visit the concerned school for taking of photograph of students and teacher on his own arrangement. No extra cost will be borne by this office.
11. The printed ID card must be delivered at school point as per order given by the undersigned to selected bidder.
12. Order for supply will be placed in bulk as per requirement, which are approximately **18,980 (Eighteen Thousand Nine Hundred and Eighty)** nos. of ID Card to be supply to 34 Numbers of PM SHRI School under Koraput District. The number may be increase/decrease as per actual requirement.
13. Printing must be offset process using eco-friendly ink (I.S.O/I.S.I) standard.
14. The Bid has been invited under two bid system i.e. Technical Bid (Enclosed as **Annexure-II**) and Financial Bid (Enclosed as **Annexure-III**). The interested bidders are advised to submit two separate sealed envelope super scribed "Technical Bid for printing & Supply of PM SHRI Identity Card for Teachers and Students of PM SHRI Schools & Financial Bid for Printing and Supply of Identity Card for Teachers and Students of PM SHRI Schools"
15. **Others terms and conditions-**
  - i. Both EMD & Security deposit are refundable after successful delivery of printing materials. In case of any deviation in terms and conditions, the same will be forfeited.
  - ii. The successful bidder has to execute an agreement with the undersigned in non-judicial stamp paper for printing and supply of ID Card within 3 days of selection of bidder failing which the EMD amount will be forfeited.
  - iii. No separate transportation cost to be allowed.
  - iv. No Exemption Certificate in respect of EMD and Security Deposit will be accepted.
  - v. IT & GST will be charged as per the Income Tax rule.
  - vi. The bidder has to submit the copy of GST registration certificate, PAN and latest acknowledgement of income tax returns for last 3 FY- i.e 202 2-23,2023-24,2024-25 (i.e. AY-2023-24,2024-25,2025-26). Besides the above document, the tender paper submitted without EMD shall not be entertained.
  - vii. Valid Aadhar Udyog registration certificate for similar kind of works.

- viii. Conditional tender is not acceptable and will be out rightly rejected.
- ix. Undertaking with tender call notice number & purpose of tender regarding that the firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
- x. Payment will be made in favour of the firm at District point after submission of proof of delivery and after observing formalities of the Tender Call Notice.
- xi. Printing and supply of ID Cards must be completed within 15 days of issue of order failing which the EMD and Security Money will be forfeited and necessary steps for penalty under rules will be initiated along with legal action.
- xii. All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Koraput.
- xiii. The Collector-cum-Chairman, Samagra Shiksha, Koraput reserves every right to accept/reject/cancel in full/part of any tender without assigning any reason thereof.

  
Collector-cum-Chairman,  
Samagra Shiksha, Koraput.

**PROPOSED ID CARD SAMPLES**

<p>ପିତୃଶ୍ରୀ ସମାଜର ସର୍ବ ବିଦ୍ୟାର୍ଥୀ, ନିରାଶ୍ରମ ଓ ନିରାଶ୍ରୟଙ୍କୁ ଆବଶ୍ୟକତା, ୧୯୯୯-୦୫-୦୧</p> <p><b>ପରିଚୟ ପତ୍ର</b></p> <p><b>ଅନିଚ ପରିଚ୍ଛା</b> ଶ୍ରେଣୀ: ନବମ (କ) ଗୋଲ୍ ନଂ : ୦୧</p> <p>ପ୍ରଧାନାଧିକାରୀ</p>	<p><b>ଅନିଚ ପରିଚ୍ଛା</b> ନମ୍ବର: ୦୨.୦୫.୨୦୧୭ ପିତାଙ୍କ ନାମ: ଶ୍ରୀଧର ପରିଚ୍ଛା ମାତାଙ୍କ ନାମ: ସାତାଳି ପରିଚ୍ଛା ପୂର୍ବନାମ : ୧୧୦୦୦୦୦୦ ଆଧାର ନଂ: ପିତାଙ୍କ:</p> <p><b>ପ୍ରତିଶ୍ରୁତି</b></p> <p>୧. ନିରାଶ୍ରମରେ ପ୍ରବେଶ ପାଇଁ ପରିଚୟପତ୍ର ନିରାଶ୍ରମ ପାଇଁ ଅନିଚ ପରିଚ୍ଛା ।</p> <p>୨. ପରିଚୟପତ୍ରଟି କର୍ମଚାରୀଙ୍କୁ ନିରାଶ୍ରମ କର୍ମଚାରୀଙ୍କୁ ଶୁଦ୍ଧିକାର କରିବାକୁ ଦିଆଯାଏ ।</p> <p>ପରିଚୟ ପତ୍ରଟି ପ୍ରଦାନ ନିରାଶ୍ରମ କର୍ମଚାରୀଙ୍କୁ ଦିଆଯାଏ ।</p>
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**List of document for Technical Bid for Printing & Supply of Identity Card for Teacher and Students of PM SHRI Schools for the year 2025-26**

Sl No.	Nature and type of Document/Items	Whether enclosed (with page reference)	
		Yes/No	Page No
1	Valid Aadhar Udyog Registrastion		
2	Valid PAN/TAN		
3	Valid GST Registration Certificate		
4	Filed income tax return for the year FY- i.e.2022-23,2023-24,2024-25 (i.e. AY-2023- 24,2024-25,2025-26)		
5	DD/Banker's Cheque amount to Rs.____/- as bid processing fee		
6	EMD in shape of DD/Bankers Cheque/Bank Guarantee		
7	<u>Sample of Identity Card</u> ID Card Sample : Lanyard ID Card as per multicolour approved design enclosed as Annexure-I Size : Width: 58mm x Height 90mm (Both side), 0.030 inches thickness Set of Card : Thermal Card/ PVC Fuse Card with protection card holder/ cover, single colour printed premium quality neck lanyards. Printing : As per approved design both side Multicolour printing of Cards and 20 mm multi-colour printing of neck lanyards.		
8	<u>Undertaking (Annexure-IV)</u> <i>(The firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons )</i>		
9	Duly filled Financial Bid (Annexure-III)		

**Annexure-III**

**Technical Bid for Printing & Supply of Identity Card for Teacher and Students of PM SHRI Schools for the year 2025-26 of Koraput Dist.**

Sl No.	Name of Items	Specification	Rate quoted	
			Rate Quoted for one set of ID Card in Rs.	Rate Quoted for one set of ID Card in words
1	Identity Card	ID Card Sample : Lanyard ID Card as per multicolour approved design enclosed as Annexure-I Size : Width: 58mm x Height 90mm (Both side), 0.030 inches thickness Set of Card : Thermal Card/ PVC Fuse Card with protection card holder/ cover, single colour printed premium quality neck lanyards. Printing : As per approved design both side Multicolour printing of Cards and 20 mm multi-colour printing of neck lanyards.		

NB: Only GST as applicable shall be claimed extra.

Certified that the information submitted above is to the best of my knowledge and belief.

Place:

Date:

**BIDDER'S OFFICIAL SIGNATORY**  
Name & Designation with Rubber Stamp  
/Official Seal of the Firm

**UNDERTAKING/DECLARATION**

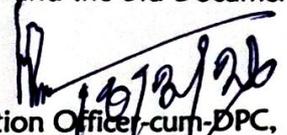
I, \_\_\_\_\_ Son/ Daughter/ Wife of Shri  
\_\_\_\_\_ Proprietor/Director/Authorized Signatory of  
the bidder, mentioned above, I am competent to sign this declaration and execute this  
bid document. I certify that our firm has not been blacklisted / debarred / banned by  
any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt.  
run autonomous body, Society / OSEPA and or convicted by any court of law due to (a)  
Service or quality supplied (b) submission of fake or forged documents (c) submission of  
incorrect information/ suppression of vital information and facts / misrepresentation of  
quality certificates (d) non-performance or non-supply (e) any other reasons.

**BIDDER'S OFFICIAL SIGNATORY**  
**Name & Designation with Rubber Stamp**  
**/Official Seal of the Firm**

Memo No. 1312 /Plg/2026

Dated 10 / 03 /2026

Copy to the District E-Governance Manager, Collectorate, Koraput for information and necessary action. He is requested to upload the enclosed the Notice Inviting Tender and the Bid Document in the official website of Koraput district.

  
District Education Officer-cum-DPC,  
Samagra Shiksha, Koraput

Memo No. 1313 /Plg/2026

Dated 10 / 03 /2026

Copy to the Asst Director, MIS OSEPA Bhubaneswar for information with a request to upload the enclosed Notice Inviting Tender and the Bid Document in the official website of OSEPA for information of all concern.

  
District Education Officer-cum-DPC,  
Samagra Shiksha, Koraput

Memo No. 1314 /Plg/2026

Dated 10 / 03 /2026

Copy submitted to all Dist. Level Officers of Koraput district for information. They are request to display the Short Tender Call Notice in their notice board for wide circulation.

  
District Education Officer-cum-DPC,  
Samagra Shiksha, Koraput

Memo No. 1315 /Plg/2026

Dated 10 / 03 /2026

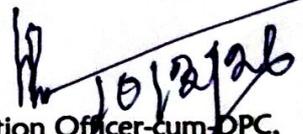
Copy submitted to the State Project Director, OSEPA, Bhubaneswar for favour of kind information and necessary action.

  
District Education Officer-cum-DPC,  
Samagra Shiksha, Koraput

Memo No. 1316 /Plg/2026

Dated 10 / 03 /2026

Copy submitted to the Joint Director (Advertisement), I & PR Department, Govt of Odisha, Bhubaneswar for information and necessary action with a request to publish the **SHORT TENDER CALL NOTICE** for one instance only in 03 widely circulated Odia daily newspapers within a financial limit of Rs.5000/- (five thousand only) each under intimation to this office for wide circulation.

  
District Education Officer-cum-DPC,  
Samagra Shiksha, Koraput